



DEPARTMENT OF THE ARMY  
U. S. ARMY MEDICAL COMMAND  
2050 WORTH ROAD, FORT SAM HOUSTON, TEXAS 78234-6013

REPLY TO  
ATTENTION OF:

MCEE


28 APR 2003

MEMORANDUM FOR Chiefs of Staff, MEDCOM Major Subordinate Commands

SUBJECT: U.S. Army Medical Command (MEDCOM) Policy Regarding the Use of Employee Medical Information as Part of Emergency Evacuation Plan Procedures

1. The possibility of more terrorist threats in this **country** has resulted in added focus on the safe evacuation of personnel **from** government owned or leased buildings. Most recently, the Office of Personnel Management issued guidance that states: "Within every agency's Occupant Emergency Plan should be a component which addresses the concerns of employees who may need assistance during an emergency."
2. This subject MEDCOM policy requires that managers and supervisors ensure that such plans cover all employees, both civilian and military, to include those with disabilities or with temporary or permanent medical conditions. The attached Action Plan incorporates the guidance issued on 31 Oct 01 by the Equal Employment Opportunity (EEO) Commission to address this requirement. I strongly encourage MEDCOM managers and supervisors to follow these procedures as part of their emergency evacuation planning.
3. I remind you that any emergency evacuation plan must be approved by the activity or installation Fire Marshal.
4. Our point of contact is **Mrs.** Delia Ramirez Trimble, Director, Office of EEO Programs, at [delia.trimble@us.army.mil](mailto:delia.trimble@us.army.mil) and on the AMEDD global directory.

Encl  
as

  
KENNETH L. FARMER, JR.  
Major General  
Chief of Staff

April 2003

ACTION PLAN

SUBJECT: Implementation of the MEDCOM Policy Regarding the Use of Employee Medical Information as Part of Emergency Evacuation Plan Procedures

REFERENCES :

- The U.S. Equal Employment Opportunity (EEO) Commission's "Fact Sheet on Obtaining and Using Employee Medical Information as part of Emergency Evacuation Procedures," [www.eeoc.gov](http://www.eeoc.gov)
- The Office of Personnel Management's "Federal Manager's/ Decision Maker's Emergency Guide," [www.opm.gov](http://www.opm.gov)
- The U.S. Department of labor, Occupational Safety & Health Administration's "Emergency Action Plans," [www.osha.gov](http://www.osha.gov)

PURPOSE. To provide MEDCOM managers and supervisors the procedures to follow when developing emergency evacuation plans that may include employees, both civilian and military, who require assistance because of disabilities or temporary or permanent medical conditions.

<u>ACTION ITEM</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Publish a policy on the use of employee medical information in emergency evacuation plans.	MEDCOM Chief of Staff	3rd Qtr 03
2. Survey <u>all</u> employees. Request they self-identify (in writing) if they will require assistance during evacuation because of a disability or medical condition. [Employees may not have obvious disabilities or just have not disclosed them, for personal reasons.]	Managers/supervisors	3rd Qtr 03
3. Assure emergency evacuation plans are updated (per local procedures) to include provisions for employees who indicated a need for assistance	Managers/supervisors Emergency evacuation advisers/officials	3rd Qtr 03

ADDITIONAL GUIDANCE. Managers/supervisors should:

- o make it clear that self-identification is voluntary and explain the reason for requesting the information.

--Note: employees with obvious disabilities may not need assistance. That is the reason for the request for self-identification. Employees with disabilities should be allowed to determine their own particular needs in the workplace.

- o inform employees that the medical information they provide will be kept confidential and shared only with those who have a need to know.
- o probably have to share confidential medical information fox: employees needing assistance with those charged with ensuring safe evacuation procedures.
- o ask an employee who requests assistance to describe the kind of assistance needed. In most instances, specific details of a medical condition should not be requested.

ADVICE FOR MANAGERS AND SUPERVISORS. Maintain medical information provided by employees in separate and secure office files.

Medical Command/Office of EEO Programs  
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